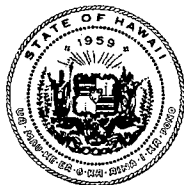


NEIL ABERCROMBIE  
GOVERNOR



HAKIM OUANSABI  
EXECUTIVE DIRECTOR

**STATE OF HAWAII**  
DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY  
1002 NORTH SCHOOL STREET  
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Honolulu, Hawaii 96817

BARBARA E. ARASHIRO  
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO  
13:CPO/265

November 6, 2013

TO: Interested Parties

FROM: Rick T. Sogawa   
Procurement Officer

SUBJECT: Request-for-Proposals, No. PMB-2013-07, Addendum No. 1  
Property Management, Maintenance and Resident Services – AMP 45

This Addendum No. 1 is to: 1) provide clarification and 2) additional information as follows:

1. For clarification purposes, **delete** last two paragraphs, Certifications of Eligibility under Section 2, Scope of Work & Specifications, page 15:

"The Successful Offeror shall submit the above information using the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>

The HCE provides the applicant with a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay any annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

**Replace with:**

Interested offerors may use the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov/hce/splash/welcome.html> to demonstrate compliance. The HCE provides the interested bidder with a "Certificate of Vendor Compliance" with current compliance status of the Tax Clearance

Form, Certificate of Compliance: LIR #27 and the Certificate of Good Standing from the DCCA. The Certificate of Vendor Compliance is acceptable for both contracting purposes and final payment. Interested bidders will be required to pay an annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC)."

2. For clarification purposes, **delete** second paragraph, item A.7.iv. Liability Insurance under Section 2, Scope of Work & Specifications, page 17:

"A certificate of insurance for the required insurance coverages is required prior to commencement of services. The insurance policy required by this Contract shall contain the following clause:"

**Replace with:**

"A certificate of insurance for the required insurance coverages is required prior to commencement of services. The certificate of insurance required by this Contract shall contain the following clause:"

3. For clarification purposes, **delete** second paragraph, item B.1. under Section 2, Scope of Work & Specifications, page 19:

"The Contract shall be on a reimbursement basis. All costs incurred must be supported by verifiable evidence that payment was made such as payroll records, invoices, receipts. The management fee shall be paid on a per occupied unit basis. No profit shall be allowed on project reimbursables, including, without limitation, postage, letters, supplies, and facsimile and electronic mail transmissions."

**Replace with:**

"The Contract shall be on a reimbursement basis. All costs incurred must be supported by verifiable evidence that payment was made such as payroll records, invoices, receipts. The management fee shall be paid on a per occupied unit basis. No profit shall be allowed on project reimbursables, including, without limitation, administrative/maintenance personnel costs such as salaries, medical benefits, taxes, GE taxes, etc., mileage for contractor's personnel for direct administrative/maintenance duties, accounting/bookkeeping fees, and required general liability, automobile and workers compensation."

4. For clarification purposes, **delete** item B.6.Bonds, page 20:

"No performance or payment bond is required."

**Replace with:**

"No performance or payment bond is required. The Successful Offeror shall obtain and maintain, at its sole expense during the term of this Contract, a fidelity bond at a minimum of \$500,000, or the minimum amount required by the applicable program, which shall cover all officers, employees, and agents of the Successful Offeror and which shall protect the Successful Offeror against loss by reason of, including but not without limitation, fraud, dishonesty, forgery, theft, larceny, embezzlement, wrongful abstraction or misappropriation or any other dishonest criminal or fraudulent act, wherever committed and whether committed directly or with others. The Successful Offeror shall furnish at no cost or expense to the HPHA a certificate of such coverage within thirty (30) days from the award of the Contract."

5. For clarification purposes, **revise** item D. Initial term of contract under Section 2, Scope of Work & Specifications, page 20 as follows:

"January 15, 2014, 12:01 p.m. HST – January 15, 2015, 12:00 p.m. HST"

6. For clarification purposes, **revise** item E. Contract price adjustments (other than wage rate increases), under Section 2, Scope of Work & Specifications, page 21 as follows:

"January 15, 2014, 12:01 p.m. HST – January 15, 2015, 12:00 p.m. HST"

7. For clarification purposes, **delete** item C.2.a Personnel under Section 2, Scope of Work & Specifications, page 25:

"All personnel shall be considered employees of the Successful Offeror."

**Replace with:**

"All AMP 45 staff shall be employees of the Successful Offeror."

8. For clarification purposes, **delete** item D.1.d Rules and Regulations under Section 2, Scope of Work & Specifications, page 31:

"Follow-up on delinquent rent and other tenant charges in compliance with the HPHA rules and procedures. Delinquencies shall be maintained and/or improved to a level of three percent (3%) for each property unless otherwise instructed by the HPHA."

**Replace with:**

“Follow-up on delinquent rent and other tenant charges in compliance with the HPHA rules and procedures. Delinquencies shall be maintained and/or improved to a level of two percent (2%) for each property unless otherwise instructed by the HPHA.”

9. For clarification purposes, **delete** item 3.c. Vacates and Move Outs under Section 2, Scope of Work & Specifications, page 34:

“Effectively communicate with the HPHA’s Application Unit to minimize unit vacancy. Applicants should be processed for placement timely in order to achieve vacancies at a level of no higher than two percent (2%) for each property, unless otherwise instructed by the HPHA. Individual units are to be re-rented within seven (7) working days from the date of the previous tenant vacating the unit.”

**Replace with:**

“Effectively communicate with the HPHA’s Application Unit to minimize unit vacancy. Applicants should be processed for placement timely in order to achieve vacancies at a level of no higher than two percent (2%) for each property, unless otherwise instructed by the HPHA. Individual units are to be **ready for occupancy and leased** within seven (7) working days from the date of the previous tenant vacating the unit.”

10. For clarification purposes, **delete** item 6.g. Maintenance under Section 2, Scope of Work & Specifications, page 37:

“The Successful Offeror shall rehabilitate and clean vacated units to a marketable condition so that the unit is **ready for occupancy and leased** within ten (10) working days from the date the tenant vacated. Vacant units referred and approved by the HPHA that require substantial renovation/construction shall be exempt from the ten (10) working day turnaround requirement.

**Replace with:**

“The Successful Offeror shall rehabilitate and clean vacated units to a marketable condition so that the unit is **ready for occupancy and leased** within seven (7) working days from the date the tenant vacated. Vacant units referred and approved by the HPHA that require substantial renovation/construction shall be exempt from the seven (7) working day turnaround requirement.

11. For clarification purposes, **delete** item E.1. Personnel under Section 2, Scope of Work & Specifications, page 40:

“All AMP 45 staff shall be employees of the Successful Offeror.”

12. As additional information, the following is added to item 7. Insurance Requirements, page 15:

To satisfy the minimum coverage limits required by this Contract, the Successful Offeror may use an umbrella policy in addition to the mandatory insurance policies (i.e., General Liability Insurance, Automobile Insurance, and Workers' Compensation) provided that the HPHA approves, and the umbrella policy follows the underlying coverage forms.

If you have any questions, please call contact Rick Sogawa, RFP Coordinator at (808) 832-6038. Thank you for your attention to this matter.

